



COMMERCIAL RE-ROOF

BUILDING PERMIT APPLICATION REQUIREMENTS

The following conditions apply to **commercial** re-roof permits:

- ☐ All re-roofing projects will be accomplished in accordance with Chapter 15 of the International Building Code (IBC).
- ☐ New roof coverings shall not be applied prior to a **pre-roofing inspection** by the Maple Valley Building Division and written approval from the Building Official. The pre-roofing inspection shall pay particular attention to evidence of accumulation of water. Where extensive ponding of water is apparent, an analysis of the roof structure for compliance with IBC Section 1503.4, and corrective measures as needed (such as relocation of roof drains or scuppers, resloping of the roof or structural changes) will be required. An inspection performed by a qualified special inspector as approved by the Building Official, together with his written report covering the above topics, may be accepted in lieu of a pre-roofing inspection by the Building Official.
- ☐ Provide two copies of the material specifications, UL listing and installation standards. If more deadload, include engineer stamped gravity calculations for the existing roof structure.
- ☐ Final inspection and approval shall be obtained from the Building Official when the project is complete. As a condition of the final inspection for roofs that required a fire-retardant covering under the provisions of IBC Chapter 1505, the roof installer shall provide the Building Official with a written statement indicating the following (utilizing this format or something similar):

I HAVE INSTALLED A ROOF MEMBRANE ASSEMBLY, INCLUDING INSULATION IF APPLICABLE, CONSISTING OF (manufacturer), SPECIFICATION # _____, DATA SHEET ENCLOSED, WHICH MEETS OR EXCEEDS THE REQUIREMENTS FOR CLASS A OR CLASS B ROOFS. THIS ROOF WAS INSTALLED AT (address), UNDER CITY OF MAPLE VALLEY PERMIT # _____.

- ☐ This statement on company letterhead shall include the name of the roofing company, signature of installer and date.

Please contact the Building Safety Division directly at (425) 413-6659 if you have any questions.

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